
WEB JOB POSTING

RECREATION PROGRAM MANAGER

RESPONSIBILITIES:

The City of Tullahoma is accepting applications for Recreation Program Manager which is a full-time position in the Recreation Department. Responsibilities include planning, promoting and implementing all department programs and special events. The Program Manager handles the operation of the community centers including hiring, training and supervising staff for the community centers and programs. This position is responsible for security at the facility through enforcement of rules and procedures and monitoring activity on community center property. The Program Manager also prepares department reports, processes invoices and assists with the annual budget process.

REQUIREMENTS:

Applicants must have a college degree in a related field and three years professional recreation experience in a supervisory or administrative capacity.

BENEFITS:

This is a full-time exempt position with benefits. The annual salary is between \$38,000 - \$39,285. Work hours may include weekends and evenings as required.

RECRUITMENT:

Individuals interested in applying for this position can complete the application available on-line at www.tullahomatan.gov or complete an application at City Hall. An application or resume can be submitted by:

Mail: City of Tullahoma, Attn: Human Resources, PO Box 807, Tullahoma, TN 37388

Email: cbrice@tullahomatan.gov

Fax: 931-455-2782

Deliver: City Hall / Municipal Building, 201 W. Grundy Street, Tullahoma, TN

Posted: July 1, 2015

Closes: July 8, 2015